

# Health and Safety Policy and Procedures

for

Armfield Project Management Ltd

trading as

Safetymark Consultancy Services

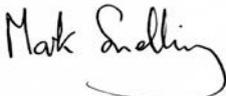
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1.4	Sept 1999	Annual Review
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5.3	20 <sup>th</sup> March 2018	Annual review no changes made

### Issue control

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## 1. POLICY

This is the Health and Safety Policy for Armfield Project Management Ltd t/a SafetyMark Consultancy Services and shall be implemented in all our undertakings.

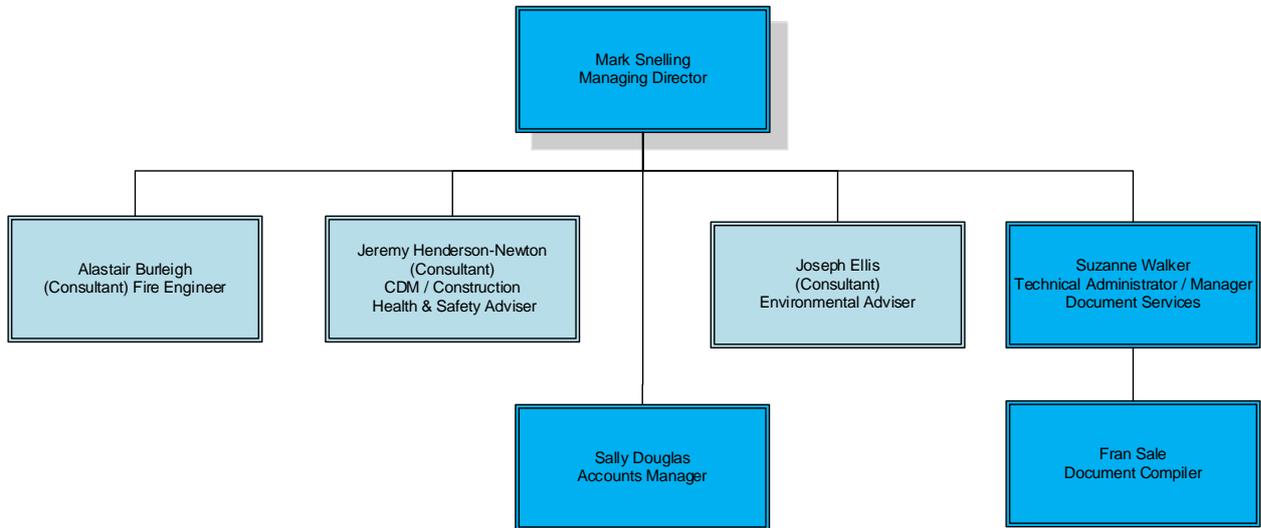
In all our activities and operations, we will work with our staff, its representatives, our contractors and suppliers to:

- Comply fully with all legal requirements and meet or exceed our health and safety expectations.
- Provide a secure working environment by protecting ourselves, our assets and our operations against risk of injury, loss or damage and thereby protecting our business.
- Ensure that all our employees, contractors and others are well informed, well trained, engaged and committed to the health and safety improvement process. We recognise that safe operations depend not only on technically sound plant and equipment but on competent people and an active health and safety culture, and that no activity is so important that it cannot be done safely;
- Regularly provide assurance that the processes in place are working effectively. While all SafetyMark employees and contractors are responsible for health and safety performance, line management is accountable for understanding and managing health and safety risks;
- Fully participate in hazard identification and risk assessments, risk management, and reporting of health and safety results;
- Maintain public confidence in the integrity of our operations. We will openly report our performance and consult with people outside the company to improve our understanding of external and internal health and safety issues associated with our operations;
- Expect that all parties working on SafetyMark Consultancy Services behalf recognise that they can impact our operations and reputation, and must operate to our standards. We will assure ourselves that our contractors' and others' management systems are compatible with our commitment to health and safety performance.

Mark Snelling  
Managing Director  
20<sup>th</sup> March 2018



## 2. ORGANISATION



### 2.1 Responsibility for Safety within the Company

- a) Mark Snelling the Managing Director will be responsible for the overall effectiveness of the company's health and safety policy. Every employee is to co-operate with him on all matters of safety and health and for complying with legal requirements in their own jobs.
- b) Whilst the overall responsibility for health and safety rests at the highest level, individuals at every other level will need to accept degrees of responsibility in order to effectively implement the policy.
- c) The following procedures detail the responsibility at each management level in support of implementation of the policy.

### 2.2 Managing Director

- a) Has overall responsibility for health and safety matters within the company and will ensure that action is taken to prevent any employees being put at risk whilst they are in the company's employ.
- b) Shall ensure that the necessary funding is available to fulfil the requirements of this policy and any future health and safety requirements in full, in line with his legal and moral duty to do so.
- c) Shall monitor and review the resources necessary to comply with this policy.
- d) Shall ensure that this health and safety policy is enforced.
- e) Shall ensure that the company and its employees comply with all requirements of *the Health and Safety at Work Act 1974*, this policy and any risk assessments for work to be carried out.

- f) Shall review health and safety procedures, if comments or recommendations are received at any time from any employee.
- g) Shall complete an accident report form for accidents involving injury or lost time.
- h) Shall ensure that all 'reportable accidents' as defined by the by the *Reporting of Injuries, Diseases or Dangerous Occurrences Regulations 2013* are reported in the defined time span to the Health and Safety Executive.
- i) Shall ensure that adequate information, instruction and training is given to employees as required by the *Health and Safety at Work Act 1974*.
- j) Shall ensure that there are adequate first aiders and facilities and that employees know their whereabouts.
- k) Shall complete, where necessary, a risk assessment for any hazards identified and shall ensure that appropriate measures are taken to reduce or eliminate the risks identified in the assessment. Shall ensure control measures are communicated to all those who may be affected. Shall ensure that training is given where identified.
- l) Shall complete, where necessary, an assessment of any hazardous substances in use within the company, and shall ensure that appropriate measures are taken to reduce or eliminate the risks as identified in the assessment. Shall ensure that these measures are communicated to all those who may be affected and training is given where identified.
- m) Shall carry out assessment of all hazardous manual handling operations, and ensure that appropriate measures are taken to avoid, reduce or eliminate the risks as identified. Shall ensure that all measures identified to reduce risk are communicated to all those who may be affected. Shall ensure that manual handling training is given where identified.
- n) Shall ensure that personal protective equipment is available and used by employees, wherever it is required by law, this safety policy or its use indicated in any assessments.
- o) Shall carry out regular health and safety inspections and ensure that findings are recorded and all necessary remedial action taken.
- p) Shall ensure that adequate supervision is available at all times, particularly where young and inexperienced workers are concerned.
- q) Shall communicate to all those who may be affected, control measures for risks identified in assessments received from contractors carrying out work on company premises.
- r) Shall monitor implementation of control measures, for risks identified in assessments received from contractors carrying out work on company premises.

## 2.3 The Company Employees

- a) Shall make themselves familiar with, and conform to this Health and Safety Policy at all times.
- b) Shall observe all safety rules at all times, and act on all instructions given by the Managing Director on all matters of health and safety. Refusal to comply is a disciplinary matter.
- c) Shall wear the appropriate personal protective equipment wherever it is required by law, the Company, this Health and Safety Policy or its use indicated in a risk assessment.
- d) Shall report all accidents and damage to the Managing Director, whether persons are injured or not.
- e) Shall immediately report any defects in protective equipment issued, to the Managing Director.
- f) Are welcome, and encouraged to, discuss safety matters with the Managing Director.
- g) Shall report any defects in buildings or equipment to the Managing Director. In no circumstances must they carry out any repairs without instruction.
- h) Shall not lift any heavy object, unless trained to do so and capable of lifting the object. If in doubt, the Managing Director must be contacted to assess the risk and make alternative arrangements if necessary.

## 2.4 Company Employees/Consultants Working for other Companies

- a) Shall ensure that they obtain a copy of their host company's health and safety policy.
- b) Shall ensure that they received induction training from their host company. This training should include:
  - i) Identification of management
  - ii) An explanation of their duties under the company's health and safety policy.
  - iii) An explanation of employee duties under the Health and Safety at Work Act and all other relevant statutory provisions.
  - iv) Fire and emergency procedures training, including:
    - How to raise Alarm
    - Sound of Alarms
    - Assembly points
    - Evacuation routes and procedures
    - Use of fire fighting equipment
    - Correct use of fire doors
  - v) Location of First Aiders and First Aid Boxes.
  - vi) Where relevant Display Screen Training and Workstation Assessment.
- c) Shall ensure that they comply with all conditions imposed by the Health and Safety Policy of their host company.
- d) Shall report all accidents to the Managing Director, whether they are injured or not.
- e) Should they not receive a copy of the companies Health and Safety Policy or receive induction training, shall report this immediately to the Managing Director.
- f) Are welcome, and encouraged to, discuss safety matters with the Managing Director.

## 2.5 Visitors

- a) Shall observe all company safety rules.
- b) Shall comply with all instructions given by persons enforcing this company health and safety policy.
- c) Shall not work on the premises until the relevant safety rules are read, understood and accepted.
- d) Shall not work on the premises until covered by insurance against risk.
- e) Shall observe the company rules and regulations for contractors.

## 2.6 Persons carrying out work on Company Premises

- a) Shall comply with the requirements of this health and safety policy.
- b) Shall, if they employ more than 5 people, submit to the Managing Director before work starts, a copy of their company health and safety policy.
- c) Shall submit to the Managing Director before work starts, risk assessments for all hazardous works to be carried out on company premises. Particularly where that work may put company employees at risk.
- d) Shall submit to the Managing Director before work starts, assessments for all hazardous substances to be used on company premises that cannot be replaced with safer alternatives. Particularly where that work may put company employees at risk.

### 3. ARRANGEMENTS

#### 3.1 Risk Assessments

- a) In line with the *Management of Health and Safety at Work Regulations 1999 (as amended)* suitable and sufficient assessment must be made of both the risks to the health and safety of employees whilst they are at work and the risks to health and safety of persons not in the company's employment but arising out of or in connection with the companies work.
- b) These assessment will be reviewed periodically to ensure they are still valid and whenever there has been significant changes to the safe system of work outlined.
- c) The Risk Assessment must:
  - i) Identify all hazards or risks.
  - ii) Identify and prioritise measures to be taken to comply with statutory legislation.
  - iii) Set out a formal and clear management system as required, establishing responsibility for the management functions of planning, organisation, control and monitoring.
  - iv) Set out a safe system of work that:
    - avoids risks altogether.
    - deals with problems at source.
    - reduces risk by adapting work to suit the individual.
    - makes use of available technology to provide a safe system of work.
    - provides a protected workplace.
    - as a last resort, if other methods are not reasonably practicable, use of personal protective equipment.
  - v) Detail any training or information required by the person carrying out the task.
  - vi) Detail precautions to be taken to protect others that may be affected by the work.
  - vii) Be communicated to the personnel involved
- d) Risk assessments will be carried out by a competent person appointed by the Managing Director.
- e) The safe systems of work identified in the risk assessments must be implemented, communicated to the personnel involved and monitored by the Managing Director.

### 3.2 COSHH Assessments

- a) In line with the Control of Substances Hazardous to Health Regulations assessment shall be made of all hazardous substances to be used by the company.
- b) COSHH assessments must:
  - i) Assess the Hazards and Risks to Health
  - ii) Set out the control program
    - Avoid use of substance
    - Substitute safer materials for hazardous ones
    - Provide Engineering controls (exhaust ventilation, dust extraction)
    - Select work practices to reduce risk (Use brush rather than spray)
    - The use of Personal Protection Equipment where long term solutions are impractical
- c) If there is a recognisable health risk, inform, instruct and train persons likely to be affected, about risks and control measures and the reasons for them.
- d) COSHH assessments will be carried out the Managing Director.
- e) Safe systems of work identified in the risk assessments will be implemented, communicated to the personnel involved and monitored by the Managing Director.

### 3.3 Dangerous Substances and Explosive Atmospheres

- a) Dangerous substances are classified as:
  - i) a substance or preparation which meets the criteria in the approved classification and labelling guide for classification as a substance or preparation which is explosive, oxidising, extremely flammable, highly flammable or flammable, whether or not that substance or preparation is classified under the CHIP Regulations;
  - ii) a substance or preparation which because of its physico-chemical or chemical properties and the way it is used or is present at the workplace creates a risk, not being a substance or preparation falling within subparagraph (a) above; or
  - iii) any dust, whether in the form of solid particles or fibrous materials or otherwise, which can form an explosive mixture with air or an explosive atmosphere, not being a substance or preparation falling within subparagraphs above;
- b) Due to the nature of our business it is unlikely that we will need to use dangerous substances in any significant quantities if at all. The company shall therefore where ever practicable avoid the need for the use of dangerous substances.
- c) The Managing Director shall where it is not practical to avoid the use of a dangerous substances ensure:

- i) that suitable and sufficient assessment is made where a dangerous substance is or is liable to be present in a workplace occupied by the company of the risks to company employees which arise from that substance;
  - ii) that sufficient competent persons are appointed to carry out any necessary assessments;
  - iii) that any employee who is required to undertake a risk assessment or implement any control measures identified by a risk assessment are provided with sufficient information, instruction, and training to enable them to undertake their duties.
- d) Dangerous substance risk assessments shall be reviewed regularly so as to keep them up to date particularly if:
- i) there is reason to suspect that the risk assessment is no longer valid; or
  - ii) there has been a significant change in the matters to which the risk assessment relates including when the workplace, work processes, or
  - iii) organisation of the work undergoes significant changes, extensions or conversions;
  - iv) and where, as a result of the review, changes to the risk assessment are required, those changes shall be made.
- e) Hazardous and Dangerous Substance assessment shall *include consideration of*:
- i) the hazardous properties of the substance;
  - ii) information on safety provided by the supplier, including information contained in any relevant safety data sheet;
  - iii) the circumstances of the work including:
    - the work processes and substances used and their possible interactions;
    - the amount of the substance involved;
    - where the work will involve more than one dangerous substance, the risk presented by such substances in combination; and
    - the arrangements for the safe handling, storage and transport of dangerous substances and of waste containing dangerous substances;
  - iv) activities, such as maintenance, where there is the potential for a high level of risk;
  - v) the effect of measures which have been or will be taken pursuant to the Dangerous Substances and Explosive Atmospheres Regulations 2002;
  - vi) the likelihood that an explosive atmosphere will occur and its persistence;
  - vii) the likelihood that ignition sources, including electrostatic discharges, will be present and become active and effective;
  - viii) the scale of the anticipated effects of a fire or an explosion;

- ix) any places which are or can be connected via openings to places in which explosive atmospheres may occur; and
  - x) such additional safety information as the employer may need in order to complete the risk assessment.
- f) Where a risk is identified the company shall ensure that it is either eliminated or reduced so far as is reasonably practicable by replacing it with a substance or process which either eliminates or reduces the risk.
- g) Where it is not reasonably practicable to eliminate risk the company shall, so far as is reasonably practicable, apply measures, consistent with the risk assessment and appropriate to the nature of the activity or operation:
- i) to control risks; and
  - ii) to mitigate the detrimental effects of a fire or explosion or the other harmful physical effects arising from dangerous substances.
- h) The following measures are, in order of priority, those to be implemented to control risk:
- i) the reduction of the quantity of dangerous substances to a minimum;
  - ii) the avoidance or minimising of the release of a dangerous substance;
  - iii) the control of the release of a dangerous substance at source;
  - iv) the prevention of the formation of an explosive atmosphere, including the application of appropriate ventilation;
  - v) ensuring that any release of a dangerous substance which may give rise to risk is suitably collected, safely contained, removed to a safe place, or otherwise rendered safe, as appropriate;
  - vi) the avoidance of ignition sources including electrostatic discharges; and adverse conditions which could cause dangerous substances to give rise to harmful physical effects; and
  - vii) the segregation of incompatible dangerous substances.
- i) The following measures are, in order of priority, those to be implemented to mitigate the detrimental effects of a fire or explosion or the other harmful physical effects:
- i) the reduction to a minimum of the number of employees exposed;
  - ii) the avoidance of the propagation of fires or explosions;
  - iii) the provision of explosion pressure relief arrangements;
  - iv) the provision of explosion suppression equipment;
  - v) the provision of plant which is constructed so as to withstand the pressure likely to be produced by an explosion; and
  - vi) the provision of suitable personal protective equipment.

- j) The Managing Director shall:
  - i) ensure that control measures or safe systems of work identified in risk assessments are implemented and communicated to all employees and other people who may be affected by the risk.
  - ii) monitor the implementation of all control measures identified in the risk assessment.
  - iii) arrange for the safe handling, storage and transport of dangerous substances and waste containing dangerous substances.
  - iv) ensure that any conditions necessary pursuant to Dangerous Substances and Explosive Atmospheres Regulations 2002 for ensuring the elimination or reduction of risk are maintained.
- k) All assessments shall be recorded and a copy maintained by the Directors, Managers and Supervisors responsible.

### 3.4 Manual Handling Assessments

- a) The Managing Director shall, so far as is reasonably practical, ensure that any manual handling operation which involves a risk of injury to employees is avoided by:
  - i) removing the need for the operation to be carried out;
  - ii) automating or mechanising the operation.
- b) Due to the nature of our business it is unlikely that we will need to undertake any manual handling operation which involves a risk of injury to employees. If there is any risk of injury associated with the lifting task you are confronted with do not undertake it and consult the Managing Director for further guidance.
- c) Where it is not reasonably practical to avoid such an operation the Managing Director shall ensure that:
  - i) a suitable and sufficient assessment is made of the operation;
  - ii) appropriate steps are taken to reduce the risk of injury to the lowest level reasonably practicable;
  - iii) appropriate steps are taken to provide any employees who undertake any such operations with, so far as is reasonably practicable, information on the load to be handled.
  - iv) risk assessments are reviewed if they are no longer valid or there have been significant changes to the safe system of work outlined in the assessment;
  - v) sufficient competent persons are appointed to carry out any necessary assessments;

- vi) any Company employee who is required to undertake a risk assessment or implement any control measures identified by a risk assessment is provided with sufficient information, instruction, and training to enable them to undertake their duties.
- d) All assessments shall have regard to the factors specified in column 1 of Schedule 2 to the Manual Handling Operations Regulations 1992. and consider the questions specified in the corresponding entry in column 2 of the schedule.
- e) The Managing Director shall ensure that all employees who are required to undertake a manual-handling operation are physically capable and competent to carry out the work and where relevant have received appropriate manual-handling training.
- f) Assessed operations shall not be undertaken until the safe system of work and all relevant information on the load has been communicated to all those who will be involved in the operation.
- g) If any employee carrying out a manual-handling operation for, or on behalf of the company, is injured or becomes ill as a direct result of the operation they shall:
  - i) advise their General Practitioner;
  - ii) report the matter to the Managing Director;
  - iii) ensure that it is reported in accordance with the company's accident reporting procedures.
- h) Manual handling training where provided shall be undertaken by a person competent to give such training, and shall include:
  - i) how to recognise a hazardous load;
  - ii) how to deal with an unfamiliar load;
  - iii) the proper use of handling aids and personal protective equipment;
  - iv) features of the working environment that contributes to safety;
  - v) the importance of good housekeeping;
  - vi) factors affecting individual capacity;
  - vii) good handling techniques.

### 3.5 Display Screen Equipment

- a) The Managing Director shall so far as is reasonably practicable:
  - i) ensure that suitable and sufficient analysis is carried out of all work stations which are used by display screen equipment users (user means an employee who habitually uses display screen equipment as a significant part of his normal work) or operators, for the purpose of assessing the health and safety risks to which those persons are exposed in consequence of that use;
  - ii) take all necessary steps to reduce the risk identified to the lowest level reasonably practicable;
  - iii) ensure that all work stations on the firm's premises used by display screen equipment users or operators, comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992.
- b) The Managing Director shall provide, if requested, all employees who habitually use display screen equipment as a significant part of their normal work with an appropriate eyesight test, prior to their employment and at regular intervals after they have become a user.
- c) Where display screen users experience visual difficulties which may reasonably be considered to be caused by work on display screen equipment the company shall:
  - i) meet the cost of a basic pair of spectacles where these are required specifically for working with display screen equipment. (Any additional cost to be contributed by the work station user);
  - ii) take steps to incorporate changes of task for display screen users, to prevent intensive periods of on-screen activity;
- d) The Managing Director shall provide sufficient information, instruction, and training necessary to ensure the health and safety of all employees who are users display screen equipment.
- e) The Managing Director shall ensure that all DSE users are provided with:
  - i) a chair that is stable, adjustable in height and back and has wheels;
  - ii) a foot rest if required;
  - iii) a screen that is free from flicker and glare.
- f) Users when using DSE shall:
  - i) Keep sufficient space in front of the keyboard to provide support for hands and arms
  - ii) Take regular breaks from the screen

### 3.6 Fire and Emergency

#### a) Management

- i) The Managing Director is the responsible person as defined in the Regulatory Reform (Fire Safety) Order 2005.
- ii) The Managing Director shall ensure that a fire risk assessment is carried out of that all areas under the company's control every 12 to 14 months and following any building works or office moves.
- iii) Fire risk assessments shall be carried out by the Managing Director and include an assessment of the risks to persons with restricted mobility, hearing, vision or other special needs. All fire risk assessments shall be recorded and a copy maintained.
- iv) The Managing Director shall ensure that a fire and emergency plan is produced for the office, which takes into consideration the needs of persons who work at the location and have restricted mobility, hearing, vision or other special needs.
- v) The Managing Director shall ensure that the following information is displayed on the company health and safety notice board:
  - the fire action notice;
  - the location of the evacuation assembly point;
  - names of those responsible for controlling any evacuation or emergency response.
- vi) Evacuation procedures shall in co-operation with other tenants within the building be tested at least once a year.
- vii) The Managing Director shall provide all employees with adequate fire safety training to allow them to act up the requirements of companies fire safety plan.

- b) Raising the Alarm
- i) In the event of discovering a fire or smelling smoke you must raise the alarm immediately by shouting fire, fire, fire.
  - ii) If safe to do so, provide details by telephone to the fire services (dial 999). Ideally leave the building and use a mobile telephone to make the call. Ensure that occupants of the shop at the front of the building and anybody in the ECOEPC office are aware of the risk and are also evacuating.
- c) In case of fire or emergency requiring evacuation from the building
- i) You must leave the building immediately by the nearest exit route, closing all doors and windows as you go.
  - ii) If you are the last to leave, shout to make sure everyone has left, and close all fire doors behind you. Please knock on toilet doors to make sure that no one is unaware of the fire. Do not however put yourself at risk.
  - iii) Do not stop to pick up personal belongings that are not readily available.
  - iv) On leaving the building go immediately to the assembly point which is located outside the main gates of Claygate Youth Centre.
  - v) Do not leave the assembly point until a roll call has been taken and everybody has been accounted for.
  - vi) Do not attempt to fight the fire unless you are a designated person and are trained to do so.
  - vii) The Managing Director or most senior member of staff present shall:
    - be the central point of contact at the assembly point and everyone should report to them on arrival;
    - take a mobile phone to the assembly point and if the alarm has not been raised before leaving the building shall call the emergency services
    - take a roll call at the assembly point, and report any missing persons to the emergency services upon their arrival.
- d) Fire Fighting
- i) Only personnel trained in the use of fire fighting equipment should attempt to fight a fire and then only if it does not put them at risk.
  - ii) Before fighting any fire ensure that your exit is clear.
  - iii) Never fight a fire alone.
  - iv) If you believe you are in any danger leave the building immediately and go to the evacuation point.

### 3.7 Training

- a) The Managing Director shall ensure that all relevant requirements of this policy are communicated to and understood by all employees. Employees shall also be kept informed of any changes to this policy.
- b) The Managing Director shall ensure that employees are provided with adequate health and safety training:
  - i) on their being recruited into company's undertaking; and
  - ii) on their being exposed to new or increased risks because of:
    - their being transferred or given a change of responsibilities within the company;
    - the introduction of new work equipment into or a change respecting work equipment already in use within the company;
    - the introduction of new technology into the company, or
    - the introduction of a new system of work into or a change respecting a system of work already in use within the company.
- c) Training shall be repeated periodically where appropriate; adapted to take account of any new or changed risks to the health and safety of the employees concerned; and take place during working hours.

- d) Induction training shall always be given to new employees and shall include:
- i) employers and employee statutory duties and responsibilities;
  - ii) the requirements of this health and safety policy;
  - iii) the names of all duty holders and in particular:
    - Director responsible for safety (Managing Director);
    - the company's competent source of health and safety advice (Managing Director);
    - the appointed persons / first aiders;
    - those responsible for controlling any evacuation or emergency response.
  - iv) Fire safety awareness and the action to take in case of fire or emergency;
  - v) what to do in case of an accident and how to summon first aid;
  - vi) accident/near-miss reporting procedures;
  - vii) manual handling;
  - viii) office safety;
  - ix) personal safety and lone working;
  - x) safe use of display screen equipment
  - xi) health risks, signs, symptoms and reporting;
  - xii) stress/wellbeing at work
- e) The Managing Director shall carry out or arrange to be carried out, job specific training on any item of new equipment that an employee shall use during the course of their employment.
- f) Records shall be kept by the Managing Director of all health and safety training received by employees.

### 3.8 Accident reporting

- a) All accidents involving employees or subcontractors working for the company shall be reported as soon as practicable to the Managing Director or in his absence another Director. The person to whom the accident reporting shall ensure that the following information is entered into the accident book (BI 510) held at the companies head office:
  - i) full name and address of the injured person;
  - ii) occupation of the injured person;
  - iii) date of entry;
  - iv) date and time of accident;
  - v) accident details - the location and circumstances, work, process etc;
  - vi) injury details and treatment given;
  - vii) signature of the person making entry.
- b) A copy of the accident record will be given or posted to the employee and a copy maintained in a secure location for a period of 40 years from the date of the accident.
- c) Where an accident is reportable under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (R.I.D.D.O.R) the Managing Director shall ensure that it is reported to the Health and Safety Executive as set out in the regulations.

### 3.9 Accident Investigation

- a) Accident investigation shall follow the principals set out in 'HSG245 - Investigating accidents and incidents - a workbook for employers, unions, safety representatives and safety professionals'
- b) The Managing Director will investigate all accidents, whether injury producing or otherwise where the potential consequences could have been significant, there is a likelihood of the adverse event recurring or the accident would appear to be part of a trend.
- c) Where the accident investigation identifies the need for remedial action this will be adequately funded and implemented quickly.

### 3.10 First Aid Arrangements

- a) Action in case of emergency or illness
  - i) Suzanne Walker is Safetymark's appointed person.
  - ii) When she is not in the office assistance can be sought from the Capelfield Surgery at the other end of Elm Road by calling 01372 462501 however if there is a real emergency dial 999.
  - iii) The main first aid box can be found in the kitchen.
- b) Management
  - i) The Managing Director shall ensure that a first aid plan is produced for the building that identifies:
    - what equipment, facilities and personnel are required to enable first-aid to be rendered to all employees who become injured or become ill at work;
    - the means by which help can be summoned when a person becomes injured or ill at work;
    - how employees shall be informed about the arrangements that have been made in connection with the provision of first-aid, including the location of equipment, facilities and personnel.
  - ii) The plan shall be based upon an assessment of:
    - the risks to which employees may be exposed;
    - the number of employees;
    - the distance of the location from any medical and/or emergency support that may be required.
    - The equipment, facilities and personnel provided should be adequate and appropriate to:
      - preserving life and minimise the consequences of injury or illness until help from a doctor or nurse is obtained;
      - treat minor injuries, which would otherwise receive no treatment or which do not need treatment by a doctor or nurse.
  - iii) All personnel shall be made aware of the location of the nearest first aid box and the name of the Appointed Person in case of an emergency.
  - iv) Records and dates must be kept by the Managing Director of the qualifications of all appointed persons.

- c) First Aid Kits
- i) As a minimum requirement first aid boxes must contain:
    - One guidance card
    - Twenty individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the work environment.
    - Two sterile eye pads, with attachments.
    - Six individually wrapped triangular bandages
    - Six safety pins
    - Six medium sized individually wrapped un-medicated wound dressings (approx. 10cm x 8cm)
    - Two large sterile individually wrapped un-medicated wound dressings (approx. 13cm x 9 cm)
    - Three extra large sterile individually wrapped un-medicated wound dressings (approx. 28cm x17.5cm)
  - ii) First aid boxes will be provided and kept fully stocked in the kitchen and all company vehicles.
  - iii) The Managing Director must ensure that the office first aid box is regularly inspected and restocked as necessary.

### 3.11 Work at Height

- a) Work at height shall be avoided where ever practicable. If the task is not essential to our role as CDM Advisor or Health and Safety Consultant do not undertake it.
- b) If a company employee is required to work at height as part of an inspection, such work where it cannot be undertaken from an inherently safe area e.g. a roof with a suitable parapet or guardrail to all edges, shall be undertaken from a suitable working platform compliant with current UK legislation and guidance.
- c) The company does not own and will not hire access equipment. Where access equipment is required it shall be provided by the client or the principal contractor. The employee shall however ensure before using any work equipment that:
  - i) It is appropriate for the task to be undertaken;
  - ii) it has been checked by a competent person that day for damage, faults and wear;
  - iii) it has been inspected by a competent person at appropriate intervals;
  - iv) they have undertaken with the owner of the equipment a suitable risk assessment;
  - v) they understand the risks, the controls and the emergency procedures.
- d) Employees shall ensure that each individual place at which work is to be done at height is checked by a competent person on every occasion before that place is used.

- e) Access by Mobile Elevating Work platforms shall only be undertaken when accompanied and supervised by a trained and competent operator and only after having been briefed on the risks, the controls and the emergency arrangements.
- f) Except where used as access to a safe working platform the use of ladders prohibited.
- g) The use of steps is prohibited without permission from the Managing Director and then only once a risk assessment has been undertaken. Steps shall only be used for work of short duration where there are no alternative means of access and the features on the site that mean steps must be used. When using steps you must be able to maintain three points of contact (hands and feet) at the working position. Short duration is taken to be no more than 5 minutes.
- h) Before using a podium or steps employees must verify that they area Class 1 'Industrial' or EN 131 ladders or stepladders for use at work, have been checked that day for damage, faults and wear and been inspected by a competent person at periods determined by type, intended use, work conditions, place of use, age and previous use.
- i) All work at height shall be properly planned, appropriately supervised and carried out in a manner which is so far as is reasonably practicable safe. In particular Employees shall ensure that:
  - i) all work at height takes account of weather conditions that could endanger health and safety;
  - ii) those supervising their work at height are trained and competent;
  - iii) the place where work at height is done is safe;
  - iv) equipment for work at height is appropriately inspected;
  - v) the risks from fragile surfaces are properly controlled; and
  - vi) the risks from falling objects are properly controlled.
- j) The company shall ensure that no person engages in any activity for the company, including organisation, planning and supervision, in relation to work at height or work equipment for use in such work unless he is competent to do so. The company shall ensure that all employees required to undertake inspections that may require work at height have received sufficient training to personally assess and control the risks of working at height.

### 3.12 Personal Protective Equipment (PPE)

- a) All employees who must visit a construction site will be issued with and must carry in their car at all times:
  - i) safety shoes or boots with toe protection;
  - ii) safety helmet;
  - iii) appropriate safety gloves; and
  - iv) safety goggles or visor;
  - v) high visibility jacket;
  - vi) suitable protective equipment for the time of year and weather conditions
- b) Employees shall inspect their Personal Protective Equipment before each use. Equipment found to be defective shall not be used and shall be reported to the Managing Director who shall make arrangement to replace the equipment. Personal Protective Equipment shall also be inspected by the Managing Director every six months and the inspection recorded.
- c) Employees shall notify the Managing Director immediately if any PPE issued to them is lost or damaged so that it no longer provides the necessary protection or creates another hazard.
- d) Employees shall wear suitable Head Protection to BS5240 when visiting any construction site unless the Principal Contractor specifically permits head protection not to be worn and **there is no risk of injury to the head** from falling objects or hitting the head against something e.g. during commissioning and handover.
- e) The Managing Director shall ensure that all contractors working under the company's control provide and use personal protective equipment wherever it is required by law, Safetymark, this policy or its use indicated in statutory assessments.

### 3.13 Work equipment

- a) The Managing Director shall when selecting any work equipment have regard to the working conditions and to the risks to the health and safety of persons which exist in the premises in which the work equipment shall be used and any additional risk posed by the use of the equipment. He shall ensure that all work equipment selected or used by company employees is so constructed or adapted as to be suitable for the purpose for which it is provided.
- b) The Managing Director shall ensure that all work equipment is maintained (including cleaning as appropriate) in an efficient state, in efficient working order and in good repair.
- c) The Managing Director shall keep a record of all work equipment owned with details and frequency of any inspection, testing or maintenance required.
- d) Inspection, testing or maintenance shall be undertaken by a competent person in accordance with manufacturers recommendations and a record maintained of the date, the work undertaken and any defects identified.
- e) Defective work equipment shall be taken out of action and either disposed of or clearly labelled and not used until a suitable repair has been undertaken.
- f) Employees shall inspect all work equipment each day before use. Equipment found to be defective shall not be used and shall be reported to the Managing Director who shall ensure that the equipment in question is taken out of service and all necessary tests and repairs carried out.

### 3.14 Portable and transportable electrical equipment

- a) Portable and transportable electrical equipment shall be inspected, tested and maintained in accordance with the guidance given in HSG107 "Maintaining portable and transportable electrical equipment". The Managing Director shall ensure that all equipment is inspected and where appropriate tested in accordance with the schedules set out in this document.
- b) Only NICEIC registered electricians (<http://www.niceic.com/>) shall work on any electrical equipment or supplies.
- c) Only Gas safe (<http://www.gassaferegister.co.uk/>) registered contractors shall work on any gas fittings.

### 3.15 Maintenance

- a) Employees discovering a defect in the building or equipment must report it to the Managing Director.
- b) Company employees must not attempt to test or maintain their own work equipment unless they are competent and have specifically been authorised to do so.
- c) Any work carried out above floor level must only be carried out from ladders, steps or tower scaffold. Steps will be available for such situations.
- d) Only designated trained staff will be allowed to carry out maintenance work.
- e) Only registered electricians are allowed to work on any electrical equipment or supplies
- f) Only CORGI registered plumbers are allowed to work on any gas appliances or installation.
- g) The building's electricity installations will also be tested every five years. Any defects are to be notified to the Managing Director, who will arrange for the defects to be rectified.

### 3.16 Housekeeping

- a) All areas are to be kept clean and tidy at all times. All employees have a duty to ensure that hazardous working conditions are not allowed to develop.
- b) The Managing Director shall ensure that all offices, work spaces, toilets and kitchens are kept clean.
- c) All employees have a duty to ensure that all passageways, and escape routes are kept tidy and clear of obstacles.
- d) All employees have a duty to ensure that all fire escape exits are kept clear and unlocked whenever the building is occupied.
- e) All employees must ensure that a high standard of Housekeeping is maintained, by looking after their own areas.

### 3.17 Smoking Policy

No smoking is permitted on company premises.

### 3.18 Contractors and Consultants

- a) The Managing Director shall verify by checking on the SSIP database that any contractors or consultant practices who are to be invited to carry out work for, or on behalf of, the company have current accreditation (<http://www.ssiportal.org.uk/secure/default.aspx>).

Where contractors or consultant practices do not have current accreditation they shall be asked to provide a document to demonstrate their competence against the standards set out in PAS91:2013 Core question module C4. Health and safety policy and capability.

In the case of individual consultants a Curriculum Vitae will be requested.

- b) Letter L03 and form can be used to request evidence of competence against the standards set out in PAS91:2013 Core question module C4. Health and safety policy and capability.
- c) Returned forms, competency submissions and Curriculum Vitae shall be reviewed by a the Managing Director, and contractors or consultant approved, only when the Managing Director is entirely satisfied that they have made adequate provision for health and safety and are competent to carry out the work they will be required to do.
- d) In all cases the Managing Director shall verify that the consultant / contractor is suitable to undertake the work requested before making any appointment.
- e) Contractors and consultants previous work for the company shall be reviewed before reappointment.
- f) Contractors and consultants considered competent will be added to our competency database. The competence of all contractors will be reviewed at least annually.
- g) Individual consultants shall for purposes of health and safety management be treated as company employees.

### 3.19 Asbestos

- a) Whilst the majority of our work will not present a risk of exposure to asbestos there will be occasions when we are required to undertake inspections of areas where asbestos may be present. In all such circumstances the employee required to undertake the survey shall:
  - i) review the available asbestos records with the client;
  - ii) not undertake the work unless a suitable survey has been undertaken and any risk of exposure to asbestos has been appropriately control.
- b) Where there is any doubt about the suitability of the asbestos survey or controls the matter shall be referred to the Managing Director.
- c) All employees or consultants whose work is likely to involve either exposure to asbestos or advising the client on asbestos related matters or the review of asbestos surveys shall be provided with suitable information, instruction and training at regular intervals so that they are aware of:
  - i) the properties of asbestos and its effects on health, including its interaction with smoking,
  - ii) the types of products or materials likely to contain asbestos,
  - iii) the operations which could result in asbestos exposure and the importance of preventive controls to minimise exposure,
  - iv) safe work practices, control measures, and protective equipment,
  - v) the purpose, choice, limitations, proper use and maintenance of respiratory protective equipment,
  - vi) emergency procedures,
  - vii) hygiene requirements,
  - viii) decontamination procedures,
  - ix) waste handling procedures,
  - x) medical examination requirements,
  - xi) the control limit and the need for air monitoring, and
  - xii) the survey standards are requirements set out in HSG264

### 3.20 Health surveillance

- a) Health surveillance is a process involving a range of techniques used to detect early signs of work-related ill health among workers exposed to certain health risks; and subsequently acting on the results.
- b) Due to the nature of our normal work health surveillance is not required. However health surveillance may be required should the company become involved in any activity where there is a risk of significant exposure to:
  - i) Hazardous substances such as chemicals, solvents, fumes, dusts, gases etc.;
  - ii) Asbestos;
  - iii) Lead;
  - iv) Noise;
  - v) Vibration;
  - vi) Manual handling.
- c) Should such a situation occur the Managing Director shall as part of the contract setup appoint a competent person undertake a risk assessment in consultation with all employees who may be affected to identify any significant hazards to health that employees may be exposed that require a health surveillance programme.
- d) Health surveillance shall be required:
  - i) if the work is known to damage health in some particular way; and
  - ii) there are valid ways to detect the disease or condition; and
  - iii) it is reasonably likely that damage to health may occur under the particular conditions at work; and
  - iv) surveillance likely to benefit the employee.
- e) The Managing Director shall before employing any person make reasonable enquiries to determine their prior exposure to health hazards and in particular:
  - i) Hazardous substances;
  - ii) Asbestos;
  - iii) Lead;
  - iv) Noise;
  - v) Vibration;
  - vi) Manual handling.
- f) Where there is any indication that a person has been exposed to a significant level of risk in any previous employment, advice shall be obtained from an occupational health professional and where necessary tests undertaken.

- g) Where any work the person is employed to do may make any previous condition worse all necessary steps shall be taken to reduce the risk and where indicated in a health risk assessment health surveillance shall be undertaken.
- h) The Managing Director shall undertake a formal health review with all employees annually. Where any employee reports or shows any signs or symptoms of ill health that may have resulted from exposure whilst at work to a health risk they shall be referred to an appropriate occupational health professional for further Health surveillance or tests.
- i) Managers and employees shall receive appropriate information, instruction and training to enable them to identify straightforward signs and symptoms caused by working with any substances or processes they are likely to encounter in their work.
- j) Employees shall be encouraged to undertake self-checks to look for and report any signs of work-related ill health.
- k) Managers and employees shall, as soon as they become aware of any sign or symptom that could have resulted from exposure to a health risk at work, report the matter to the Managing Director.

### 3.21 New and Expectant Mothers

- a) The Managing Director shall when notified that one of their female staff is pregnant:
  - i) ensure that a risk assessments is conducted for that staff member, to determine whether the work the employee is expected to do is of a kind which could involve risk, by reason of her condition, to the health and safety of the expectant or new mother or to that of her baby, from any substances, processes or working conditions;
  - ii) take steps to avoid or minimise the risks;
  - iii) monitoring the implementation of measures taken to protect the staff member concerned;
  - iv) ensure records are kept of such risk assessments.
- b) It is recognised that the circumstances of any pregnancy is personal to that staff member and that they may not immediately wish it to be known that they are pregnant. Safetymark would therefore encourage its female staff to report their pregnancy at the earliest opportunity they feel able to do so a risk assessment can be carried out and so exposure to possible hazards controlled.
- c) Where the risks to the new or expectant mother cannot be adequately controlled the company shall, if it is reasonable to do so, and would avoid such risks, alter her working conditions or hours of work.

- d) If it is not reasonable to alter the working conditions or hours of work, or if it would not avoid such risk, the company shall, subject suspend the employee from work for so long as is necessary to avoid such risk.

### 3.22 Safety Inspections

- a) All reasonable action shall be taken to ensure a safe and healthy working environment. This shall be achieved by proper inspections carried out on a regular basis in addition to normal health and safety activities.
- b) Regular inspections of company offices by a competent person appointed by the Managing Director. The results of all inspections shall be recorded and remedial measures actioned within the shortest practical time.

### 3.23 Consultation with Employees

- a) The company shall ensure that employees are consulted in good time on matters relating to their health and safety at work and, in particular, with regard to:
- i) the introduction of any measure at the workplace which may substantially affect the health and safety of those employees;
  - ii) the arrangements for appointing or, as the case may be, nominating persons to:
    - assist the company in undertaking the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions and fire safety legislation currently in force; and
    - implement procedures to be followed in the event of serious and imminent danger to persons at work
  - iii) any health and safety information the company is required to provide to those employees by or under the relevant statutory provisions;
  - iv) the planning and organisation of any health and safety training that the company is required to provide to those employees by or under the relevant statutory provisions; and
  - v) the health and safety consequences for those employees of the introduction of new technologies into the workplace.
- b) Consultation shall form part of the monthly management review meetings. Meetings shall be chaired by the Managing Director. Attendance of all employees and any regular consultants is compulsory. Minutes will be taken and distributed to all employees and consultants.

- c) The agenda for the monthly management review meetings shall be as follows:
- i) Review of Accidents and incidents:
    - involving employees and consultants;
    - on projects where we are acting as CDM-C;
    - accident investigation reports;
  - ii) System and procedural failures;
  - iii) Lessons learnt from accidents and failures;
  - iv) Report on new legislation and guidance;
  - v) New company policy, procedures, letters and guidance;
  - vi) Training and CPD;
  - vii) Current active projects;
  - viii) Critical and Key Issues
  - ix) The next months activities

### **3.24 Health and Safety Information**

- a) A health and safety notice board will be maintained in the main office at Claygate.
- b) The following information shall be displayed on the health and safety notice board:
  - i) The companies health and safety policy statement;
  - ii) the approved poster in a readable condition;
  - iii) the names of all duty holders and in particular:
    - the company's competent source of health and safety advice;
    - the first aiders;
    - those responsible for controlling any evacuation or emergency response.
  - iv) The fire and emergency plan for the building
  - v) The first aid arrangements
- c) Key information shall be communicated at the monthly management review meetings.

### 3.25 Management Review

- a) The company's health and safety management system as recorded in this health and safety policy and the organisation and arrangement set out for implementing the policy shall be reviewed by the Managing Director:
  - i) annually;
  - ii) in the light of accidents, incidents, or failures of systems described in the system.
  - iii) following the introduction of new legislation, codes of practice, guidance and standards.
- b) The views of employees and any comments made clients and contractors shall be taken into account when undertaking a review.
- c) The review shall take into account any accidents that have occurred, the findings of any accident investigations, any audits carried of compliance with the companies procedures undertaken and any the findings of any inspections.
- d) Where necessary the safety management system and any document that comprises the system shall be revised to address any issues identified within a review.

### 3.26 Audit

- a) Compliance with the procedures set out in this policy shall be audited periodically by the Managing Director who shall ensure that any remedial action identified in the report is implemented within an appropriate timetable.

## 4. PRINCIPAL DESIGNER

### 4.1 Definitions

**Construction Work** – Construction work is defined by the *Construction (Design and Management) Regulations 2015* as the carrying out of any building, civil engineering or engineering construction work and includes:

- a) the construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of a structure;
- b) the preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation, and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- c) the assembly on site of prefabricated elements to form a structure or the disassembly on site of prefabricated elements which, immediately before such disassembly, formed a structure;
- d) the removal of a structure or of any product or waste resulting from demolition or dismantling of a structure or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure; and
- e) the installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure,

but does not include the exploration for or extraction of mineral resources or activities preparatory thereto carried out at a place where such exploration or extraction is carried out;

**Client** - means any person for whom a project is carried out.

### 4.2 Accepting the role of Principal Designer

Safetymark Consultancy Services shall only accept the role of Principal Designer:

- a) when they are preparing or modifying a design or arranges for, or instructs, any person under their control to do so;
- b) when they are given sufficient authority by the client to undertake the Principal Designer duties as set out in CDM 2015.

### 4.3 Project Inception

When the company is appointed as a Principal Designer the Managing Director shall:

- a) agree a scope of work with the client;
- b) agree the management arrangements for the project;
- c) agree the process and responsibilities for verifying the competence of designers and contractors to be appointed on the project;
- d) appoint a competent person to lead the project the role on behalf of the company;
- e) obtain from the client, or work with the client, to create a project brief

### 4.4 Project Start

- a) The Lead Principal Designer shall as soon as it is practical and appropriate to do so complete a pre planning design risk review using the review form on iAuditor. The completed review will be sent and reviewed with the client and once approved will be sent to all design team members and reviewed at the next available design team meeting.
- b) The Lead Principal Designer complete an outline Pre Construction Information (PCI) using the information gathered at the pre planning design risk review. The draft document shall clearly identify what surveys and other PCI is required (where it is possible at that stage to determine) and the dates that it is required.
- c) The outline PCI document will be sent and reviewed with the client lead and once approved will be sent to all design team members and reviewed at the next available design team meeting.

### 4.5 Notification

- a) Where Safetymark have been contracted to do so the Lead Principal Designer shall notify the project using the HSE's online notification portal (<https://extranet.hse.gov.uk/lfserver/external/f10>).
- b) The Lead Principal Designer shall not notify a project unless that are satisfied that the client is aware of their duties and they have written confirmation from the client to this effect.
- c) Where the client is not aware or is unsure of their duties the Lead Principal Designer shall meet with them to brief them on their legal duties under CDM 2015.

## 4.6 Approval of Duty Holders

- a) Where it has been agreed with the client that Safetymark will undertake the vetting of Designers, Principal Contractor or Contractors competence, the Lead Principal Designer shall verify, by checking the SSIP Forum database (<http://www.ssiportal.org.uk/secure/default.aspx>) to confirm that the organisation have been accredited to the appropriate level.
- b) The person checking the database must verify that any accreditation is relevant to the duty (Principal Contractor, Designer, Contractor, etc.) the organisation being checked wishes to be appointed for. A contractor will not be deemed competent to act in the role of Principal Contractor unless they have been accredited as a Principal Contractor (accreditation as a contractor is not sufficient).
- c) Where the designers and contractors do not have current accreditation letter L03 and form shall be used to request evidence of their competence against the standards set out in PAS91:2013 Core question module C4. Health and safety policy and capability.
- d) Returned forms and competency submissions shall be reviewed by the Lead Principal Designer, and contractors or consultant approved, only when they are entirely satisfied that the Designer or Contractor have made adequate provision for health and safety and are competent to carry out the work they will be required to do.
- e) PAS91:2013 Core question module C4. Health and safety policy and capability shall be the benchmark against which all competency standards are reviewed. When checking the competency of Principal Contractor it is essential that the companies have suitable written arrangements for undertaking the Principal Contractor's duties. Site Managers must have received CITB STMS training or similar to be deemed competent.
- f) Contractors and consultants previous work on projects for our clients shall be considered as part of the review.
- g) All reviews shall be undertaken using form D23 with details given when a section is rejected.
- h) Where a submission is rejected L06A shall be sent along with a pdf copy of the review for.
- i) Where a submission is deemed acceptable L06 shall be sent to the client confirming that we are satisfied that the Designer or Contractor have demonstrated that they meet the standards set out in PAS91:2013 Core question module C4. Health and safety policy and capability.
- j) Contractors and Designer considered competent will be added to our competency database. The competence of all contractors and designers shall be reassessed at least bi annually.

## 4.7 Pre-Construction information

The Lead Principal Designer shall ensure that:

- a) the PCI is kept up to date.
- b) the PCI document is updated as new information become available and PCI collected as it is produced / made available to ensure that it is always current;
- c) the current version allow with any referenced PCI is always available to all those who may need the information.

A schedule of existing and available record drawings and information shall be maintained either in the PCI document or on larger projects in a separate register.

Where the use of a client's digital document management system is not mandated and/or available the safetymark Sharefile system will be used (<https://safetymark.sharefile.com/Authentication/Login>)

## 4.8 Asbestos

When construction work is to be undertaken in any building construction before 2000, the pre-construction information shall include a refurbishment and demolition survey [for survey details see HSG264 Asbestos- the survey guide]. Where a survey has not already been undertaken the Lead Principal Designer shall write to the client using letter L04a to request that a survey is undertaken of all areas of the building that may be affected by the works. This shall include the routes of all services and the location of any service connections outside the defined construction area.

## 4.9 Design of Construction Work

The Lead Principal Designer shall obtain contact details for all designers from the client and shall write to them using letter L05 to request inclusion on all design communication.

When acting as Principal Designer the company shall plan, manage and monitor the pre-construction phase and coordinate matters relating to health and safety during the pre-construction phase to ensure that, so far as is reasonably practicable, the project is carried out without risks to health or safety.

The Lead Principal Designer shall:

- a) take into account the general principles of prevention and, where relevant, the content of any construction phase plan and any health and safety file.
- b) identify and eliminate or control, so far as is reasonably practicable, foreseeable risks to the health or safety of any person:
  - i) carrying out or liable to be affected by construction work;
  - ii) maintaining or cleaning a structure; or
  - iii) using a structure designed as a workplace.
- c) Ensure, so far as is reasonably practicable, all designers comply with their duties.
- d) ensure, so far as is reasonably practicable, that all persons working in relation to the pre-construction phase cooperate with the client, the principal designer and each other
- e) assist the client in the provision of the pre-construction information;
- f) so far as it is within their control, provide pre-construction information, promptly and in a convenient form, to every designer and contractor appointed, or being considered for appointment, to the project;
- g) liaise with the principal contractor for the duration of the principal designer's appointment and share with the principal contractor information relevant to the planning, management and monitoring of the construction phase and the coordination of health and safety matters during the construction phase.

#### 4.10 Design Risk Management

- a) The Lead Principal Designer shall facilitate a risk workshop as soon as it is practical to do so and involve all relevant duty holders and stakeholder.
- b) Risks and required and completed risk control actions shall be recorded on a risk register.
- c) Risk register templates D17a to 17d may be used.
- d) The Lead Principal Designer shall ensure that:
  - i) the design risk register is reviewed and kept up to date throughout the project by undertaking periodic design risk review workshops;
  - ii) they work with all stakeholders to ensure so far as is reasonably practicable, that foreseeable risks to the health or safety of any person; carrying out or liable to be affected by construction work; maintaining or cleaning a structure; or using a structure designed as a workplace are identified and eliminated or controlled;
  - iii) that they and other stakeholders take into account the general principles of prevention and, where relevant, the content of any construction phase plan and any health and safety file.
- e) Group risk workshops involving all major stakeholders will be held at least monthly.
- f) One to one risk reviews with designers will be held as required. Frequency and need for one to one reviews will be determine by the risk profile of the work being designed. One to one reviews will however be undertaken with all major design packages.
- g) The current copy of the risk register shall be included with the pre construction information document.
- h) The final risk updated risk register will be included within the Health and Safety File at the end of the project.

#### 4.11 Residual risk

The Lead Principal Designer shall encourage the communication of risk by using:

- a) SHE Boxes on Design Drawings;
- b) Standard Safety Symbols SHE Boxes for Design Drawings design drawings.

Standard Safety Symbols for design drawings

	<b>Residual Risk Warning</b> - Warns of a risk that is significant and that cannot be eliminated within the design.
	<b>Compulsory Action</b> - An item for which it is recommended a particular action is adopted.
	<b>Prohibited Action</b> - An item for which it is recommended a particular action is prohibited.
	<b>Significant Information</b> - Significant information not associated with an immediate hazard; information that may affect the way a project is managed or undertaken.

Examples

	Floor of hall designed to allow use of Genie GS1532 or similar self-propelled scissor lift with a maximum weight of 1269kg
	Confined space: Specified hazard C02 - Do not enter without a permit to work, appropriate controls, C02 monitor and relevant training

#### 4.12 Principal Contractor

The Lead Principal Designer shall assist the principal contractor in preparing the construction phase plan by providing to the principal contractor all information they holds that is relevant to the construction phase plan including:

- a) pre-construction information obtained from the client;
- b) any information obtained from designers under regulation 9(3)(b).

#### 4.13 Health and Safety File

The Lead Principal Designer shall:

- a) prepare a health and safety file appropriate to the characteristics of the project which must contain information relating to the project which is likely to be needed during any subsequent project to ensure the health and safety of any person;
- b) ensure that the health and safety file is appropriately reviewed, updated and revised from time to time to take account of the work and any changes that have occurred;
- c) where the company's appointment concludes before the end of the construction phase pass the health and safety file to the principal contractor;
- d) At the end of the project, pass the health and safety file to the client

Unless otherwise specified by the client the template D18 shall be used to create health and safety files. The template shall be created at the same time as the pre construction information document and included as an appendix to that document.

The Lead PD shall ensure that Letter L12 is sent to the Principal Contractor [PC] 21 days before the planned end of the construction phase to remind them to ensure that all information required for completion of the file is submitted by the date set out in the PCI document.

Where all information is not received by 14 days before the planned end of the construction phase the Lead Principal Designer shall send letter L13 to the PCI and contact the PC by telephone to remind them that the information is outstanding.

Information provided by the Principal Contractor shall be reviewed using the template D27. Where the information is inadequate L17 shall be sent to the Principal Contractor and L 16 to the client with the review appended as a PDF document.

The Lead Principal Designer shall review all information received for the health and safety file. All suitable information shall be added to the relevant section of the file.

As soon as the file is complete it shall be send by courier with letter L15 to the client.

## Appendix A - Task Risk Assessment Form

Risk Assessment Form			
LOCATION			
HAZARD / WORK ACTIVITY ASSESSED			
SIGNIFICANT RISKS	H = HIGH RISK, M = MEDIUM RISK, L = LOW RISK, I = INSIGNIFICANT		H M L I
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WHO MAY BE HARMED			
EMPLOYEES	<input type="checkbox"/>	CONTRACTORS	<input type="checkbox"/>
VISITORS	<input type="checkbox"/>	PUBLIC	<input type="checkbox"/>
CONTROL MEASURES			
INFORMATION, INSTRUCTION AND TRAINING			
PERSONAL PROTECTIVE EQUIPMENT			
			
EN397:2012	EN352:2002	EN166:2001	EN140:1998 FFP3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			
EN374-3	EN345-1:1992	EN13982-1	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
AUTHORISATION			
COMPLETED BY	SIGNATURE	DATE	
REVIEWED / APPROVED BY	SIGNATURE	REVIEW DATE	

## Appendix B - C.O.S.H.H Assessment Form

Hazardous & Dangerous Substances Form			
LOCATION			
SUBSTANCE OR ITEM			
USE			
LOCATION OF USE			
Confined Space <input type="checkbox"/>	Inside Restricted <input type="checkbox"/>	Inside Open <input type="checkbox"/>	Open Air <input type="checkbox"/>
HAZARDOUS CONTENTS			
 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>
 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	
ROUTE OF EXPOSURE			
Skin <input type="checkbox"/>	Eyes <input type="checkbox"/>	Ingestion <input type="checkbox"/>	Inhalation <input type="checkbox"/>
Cuts <input type="checkbox"/>			
FIRST AID			
Eyes			
Skin			
Ingestion			
Inhalation			
PERSONAL PROTECTIVE EQUIPMENT			
Gloves			
Respiratory			
Clothing			
Eye Protection			
WASTE DISPOSAL / STORAGE			
Spillage/release			
Disposal			
FIRE			
Flash point			
Extinguishers			
FURTHER INFORMATION			
AUTHORISATION			
COMPLETED BY	SIGNATURE	DATE	
REVIEWED / APPROVED BY	SIGNATURE	REVIEW DATE	



## Appendix D - DSE ASSESSMENT FORM

WORKSTATION ASSESSMENT FOR DISPLAY SCREEN EQUIPMENT USERS					
NAME:					
JOB TITLE/FUNCTION		WHAT DSE DO YOU USE?		DESKTOP <input type="checkbox"/>	LAPTOP <input type="checkbox"/>
<b>Note for Assesses:</b> After watching the DSE training DVD please answer the questions in Part 1 to the best of your ability and return it to the Managing Director. Please do not complete part 2 or 3.					
<b>PART 1 - SELF ASSESSMENT:</b>					
YOUR JOB:					
1	Is the use of DSE (Display Screen Equipment) essential to your job?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
2	Do you ever work from home using DSE?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
3	Do you work away from the office on a regular basis using DSE?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
4	Do you have the opportunity for frequent breaks during the day away from DSE work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
YOUR USE OF DSE					
5	To what level are you dependent on a display screen to carry out your job?	High <input type="checkbox"/>	Medium <input type="checkbox"/>	Low <input type="checkbox"/>	
6	To what level do you have discretion in the use of a display screen?	High <input type="checkbox"/>	Medium <input type="checkbox"/>	Low <input type="checkbox"/>	
7	Do you use the display screen for periods greater than 1 hour?	Frequently <input type="checkbox"/>	Occasionally <input type="checkbox"/>	Never <input type="checkbox"/>	
8	Do you use display screen equipment daily?	Yes <input type="checkbox"/>	Maybe <input type="checkbox"/>	No <input type="checkbox"/>	
9	Are you required to deal with fast transfer of information?	Yes <input type="checkbox"/>	Maybe <input type="checkbox"/>	No <input type="checkbox"/>	
10	To what level is the avoidance of DSE input errors critical in your work?	High <input type="checkbox"/>	Medium <input type="checkbox"/>	Low <input type="checkbox"/>	
POSTURE AND HEALTH					
11	Do you experience lower back pain/discomfort that may relate to use of DSE?	Frequently <input type="checkbox"/>	Occasionally <input type="checkbox"/>	Never <input type="checkbox"/>	
12	Do you experience upper back pain/discomfort that may relate to use of DSE?	Frequently <input type="checkbox"/>	Occasionally <input type="checkbox"/>	Never <input type="checkbox"/>	
13	Do you experience neck pain/discomfort that may relate to use of DSE?	Frequently <input type="checkbox"/>	Occasionally <input type="checkbox"/>	Never <input type="checkbox"/>	
14	Do you experience shoulder pain/discomfort that may relate to use of DSE?	Frequently <input type="checkbox"/>	Occasionally <input type="checkbox"/>	Never <input type="checkbox"/>	
15	Do you experience forearm pain/discomfort that may relate to use of DSE?	Frequently <input type="checkbox"/>	Occasionally <input type="checkbox"/>	Never <input type="checkbox"/>	
16	Do you experience wrist pain/discomfort that may relate to use of DSE?	Frequently <input type="checkbox"/>	Occasionally <input type="checkbox"/>	Never <input type="checkbox"/>	
17	Do you experience hand/finger pain/discomfort that may relate to use of DSE?	Frequently <input type="checkbox"/>	Occasionally <input type="checkbox"/>	Never <input type="checkbox"/>	
18	Do you experience headaches or eye pain that may relate to use of DSE?	Frequently <input type="checkbox"/>	Occasionally <input type="checkbox"/>	Never <input type="checkbox"/>	
CHAIR					
19	Do you know how to adjust the chair you use when working with DSE to suit your needs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
20	Is your chair adjusted so that your feet are flat on the floor?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
21	Does your chair have a functioning adjustable back and height mechanism?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
22	Is your chair in a good state of repair?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
23	If your chair has arms do they get in the way?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
24	Does your chair have 5 castors?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
THE DESK					
25	Do you have sufficient workspace to work comfortably at your workstation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
26	Do you have sufficient desk space to arrange your equipment to meet your needs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
27	Does your desk have sufficient width/depth for the display screen equipment you use?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
28	Is there sufficient space for access to and egress from the workstation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
29	Is the height of the desk suitable for you?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
30	Do you have sufficient leg clearance under your desk?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
31	Do you have enough space at your desk to move around, change position?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
32	Do you have adequate foot room under your desk?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
33	Is your display screen equipment in a convenient place on your desk?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
THE SCREEN AND ITS USE					
34	Is the screen at a height that is comfortable for you?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
35	Are the characters on the screen clear?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
36	Is the screen size suited to the work you do on screen?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
37	Is your screen free from glare and reflection?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
38	Can any glare and reflection be eliminated by adjusting your screen or window blinds?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
39	Does your screen swivel/tilt freely?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
40	Is the image stable and free from flicker or drift?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		

**WORKSTATION ASSESSMENT FOR DISPLAY SCREEN EQUIPMENT USERS**

**PART 1 - SELF ASSESSMENT (continued)**

**KEYBOARD AND OTHER EQUIPMNENT**

41	Is your keyboard separate from the screen?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
42	Are you able to position your keyboard (location and tilt) to meet your needs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
43	Are your keyboard symbols clear and legible?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
44	Is there enough space to rest your hands in front of the keyboard?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
45	If you use a mouse do you have a mouse mat?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
46	Does the mouse track smoothly?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
47	Do you require a document holder (for ease of reference to documents when using DSE )?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**LIGHTING**

48	Is the lighting at your workstation adequate/suitable for both screen work and reading?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
49	Does the lighting cause reflection or glare on your screen?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
50	Do you have access to your own desk lighting?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**ENVIRONMENT**

51	Is the area where you use DSE at work too hot?	Frequently <input type="checkbox"/>	Occasionally <input type="checkbox"/>	Never <input type="checkbox"/>
52	Is the area where you use DSE at work too cold?	Frequently <input type="checkbox"/>	Occasionally <input type="checkbox"/>	Never <input type="checkbox"/>
53	Is the area where you use DSE at work too humid?	Frequently <input type="checkbox"/>	Occasionally <input type="checkbox"/>	Never <input type="checkbox"/>
54	Is the area where you use DSE at work too dry?	Frequently <input type="checkbox"/>	Occasionally <input type="checkbox"/>	Never <input type="checkbox"/>
55	Is the area where you use DSE at work too dark?	Frequently <input type="checkbox"/>	Occasionally <input type="checkbox"/>	Never <input type="checkbox"/>
56	Is the area where you use DSE at work too light?	Frequently <input type="checkbox"/>	Occasionally <input type="checkbox"/>	Never <input type="checkbox"/>
57	Is the area where you use DSE at work too noisy?	Frequently <input type="checkbox"/>	Occasionally <input type="checkbox"/>	Never <input type="checkbox"/>
58	Is the area where you use DSE poorly ventilated?	Frequently <input type="checkbox"/>	Occasionally <input type="checkbox"/>	Never <input type="checkbox"/>

**TRAINING**

59	Have you received training in the safe use of your workstation within the last year?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
60	Have you received training in the safe use of your workstation within the last three years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
61	Do you have a clear understanding what to do to ensure your health whilst using DSE?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**ADDITIONAL QUESTIONS FOR LAPTOP USERS**

62	Do you have a permanently assigned workstation on Ernst & Young premises?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
63	Do you have a suitable carrying system for your laptop?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
64	Do you have a docking station?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
65	Do you have a separate screen, keyboard, mouse or number pad? (highlight which)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**SOFTWARE**

66	Do you find the software suitable for your task?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
67	Have you received training in its use?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
68	Do you have access to user guides to assist you in solving problems?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
69	Do you find screen feedback, cues, etc. adequate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
70	Is the pace of information displayed adequate for your use?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
71	Do you have problems in using the software that hinders the performance of your work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
72	Would you like a Workstation Assessor to visit you to assess any particular problems you feel you may have in relation to the use of DSE at work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
73	Have you received an eye or eyesight test in relation to the use of DSE at work since your last DSE assessment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**PART 2 – REVIEW: to be completed by a competent assessor appointed by the Managing Director**

<b>Name of Reviewer</b>		<b>Date</b>	
Do you believe that the person assessed falls within the definition of a DSE User?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Having reviewed the assessment are you satisfied that the answers given are correct?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is a full workstation assessment required?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

**WORKSTATION ASSESSMENT FOR DISPLAY SCREEN EQUIPMENT USERS**

**PART 3 – WORKSTATION ASSESSMENT** (only to be completed by a competent workstation assessor)

Name of Assessor		Date:	
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**Note for Assessors:** A workstation assessment must be carried out if the review indicates that remedial action may be necessary to ensure that the workstation meets the requirements of the DSE Regulations or the person may have an illness or injury that relates to their use of DSE at work. Refer any reviews you feel unable to handle to the Managing Director.

Referred to Managing Director? Yes  No

**RISK ASSESSMENT**

Risks identified	Remedial action or required	Date Action Completed

Does this assessment require monitoring?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Recommended review date:	
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**TO BE COMPLETED WITH ASSESSEE**

Have you received and understood training in the use and set up of your workstation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you understand the risks identified in this assessment and how to avoid or control them?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you understand what furniture, equipment or services are required and how to obtain them?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you understand the arrangements for eye and eyesight tests?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Signature Assessee	Date:	Signature Assessor	Date:
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## Appendix E - Pre Qualification Questionnaire – PQ1

<b>HEALTH AND SAFETY PRE-QUALIFICATION QUESTIONNAIRE</b>	
<p>In line with our legal duties it is a condition of any contract we may enter into with you that you complete this form in full, and return it to us along with a copy of your current Health and Safety Policy, and any Risk, COSHH or other assessments required for work to be undertaken. We would remind you that we are now compelled by law to obtain this information. Should you not have any of the information do not hesitate to contact us for guidance.</p>	
Name of Organisation	
Address of Registered Office	
Telephone No. Fax No.	
Nature of Organisation e.g.: PLC, Partnership, Sole Trader, etc. ( if Limited Co. state Public or Private and give Registration No.	
Name of responsible person dealing with this questionnaire Position within Organisation	
Date Organisation commenced trading	
Give a brief description of the nature of your Organisation's business	
If more than 5 people are employed, please enclose a copy of the latest revision of your health and safety policy statement, organisation, and arrangements.	
Please give the name and title of the Principal, Director, or Partner with responsibility for Health and Safety within the organisation. Please include (on a separate sheet if necessary) details of their health and safety training, experience, and qualifications.	
Please give the name and address of your Safety Officer, Advisor, or Consultant. Please include (on a separate sheet if necessary) details of their health and safety training, experience, and qualifications.	

**HEALTH AND SAFETY PRE-QUALIFICATION QUESTIONNAIRE**

<p>Please give details of your health and safety training program for management and staff. <b>Please detail what health and safety training has been given to date.</b></p>	
<p>Please attach your accident statistics for the last three years.</p>	
<p>Please provide details of any accidents, or incidents, reported to the Health and Safety Executive in the last three years. (as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)</p>	
<p>Please give details of any formal notices that have been issued, or legal proceedings that have been taken against your organisation by the Health and Safety Executive in the last three years. (Please enclose copies of any notices received)</p>	
<p>Please supply details of your documented management system for identifying and assessing significant health and safety hazards and risks.</p>	
<p>Please supply examples of completed Risk Assessments prepared in accordance with the Management of Health and Safety at Work Regulations 1992.</p>	
<p>Please supply examples of completed C.O.S.H.H. Assessments prepared in accordance with the Control of Substances Hazardous to Health Regulations 2002.</p>	
<p>Have you prepared a Health and Safety Method Statement for a hazardous work activity?. If yes please enclose an example.</p>	
<p>Please give details of how you assess the competency, and health and safety record of organisations and individuals with whom you place contracts.</p>	



